

VDOT

Virginia Department of Transportation

REQUEST FOR QUALIFICATIONS

A DESIGN-BUILD PROJECT

**Demolition and Construction of a Safety Rest
Information Center on Eastbound I-64 in
New Kent County, Virginia**

January 10, 2002

PURPOSE OF REQUEST

The purpose of this Request For Qualifications (RFQ) is to solicit letters of interest and qualifications from firms interested in providing design and construction services for the demolition and construction of a Safety Rest Information Center, herein after referred to as the “Project”, on Eastbound I-64 at approximate milepost number 213 in New Kent County. The Virginia Department of Transportation (VDOT) has obtained approval from the Federal Highway Administration to use the Design-Build method of contracting for this project. The term “Proposer” as used herein includes a firm or firms, consortia, partnerships, joint ventures, and others.

VDOT will use a two-step process to select a proposer with which to execute a contract for this project. This RFQ represents the first step in the process. After evaluations of responses to the RFQ, a minimum of three and a maximum of five proposers will be invited to respond to a Request For Proposals (RFP). The second step in the process will be to receive a technical proposal and a cost proposal from each of the selected proposers. Technical proposals will include preliminary plans and project schedule. Cost proposals will include the cost of the project by phase of work. Upon evaluation of the technical and cost proposals, the selection committee will recommend a proposer for contract development and execution.

The response to this RFQ will lead to the selected Proposers recommending improvements as well as accessibility and structures suitable to the specific sites, and provide enough information to be evaluated in accordance with the specified process and criteria as called for in the RFP. Proposers are advised that their qualifications should include specific information required by this RFQ.

It is not the intention of the VDOT to receive project specific design or engineering recommendations as part of this RFQ. Proposers should limit their submittals to the information required by this RFQ and other information, which may be related to the qualifications and experience of the Proposer.

OVERVIEW

The project site is located on the Eastbound Lane of I-64 in New Kent County just east of the City of Richmond at approximate milepost number 213. The project includes the demolition and construction of a Safety Rest Information Center. The site will be closed to the public during the demolition and construction phases.

The existing facilities will be completely demolished and disposed of away from the project site. Proper asbestos and lead paint disposal methods may be necessary if either asbestos or lead paint is found during the project design phase. Construction of the new facilities and the necessary ingress and egress to and from the interstate must conform with current federal and state design standards. Federal funds will be used in the accomplishment of this work. All requirements pertaining to the preparation and approval of the environmental document, permits, water quality and public involvement issues must be in accordance with the latest state and federal policies and procedures.

The current schedule for the completion of all design and construction efforts is October of 2003.

An information package is available and may be obtained by contacting the contract officer:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, Virginia 23219

(804) 786-7974 telephone
(804) 225-4292 fax
barker_ww@vdot.state.va.us E-Mail

SCOPE

- The scope of work for this project will include the demolition, design, construction, and construction engineering, traffic engineering design, and management for the work previously described. The design work will include any additional surveys, geometry for the ingress and egress roadways, drainage design, geotechnical work, hydraulic analysis, preparing and securing approval for all permits and environmental documents required to accomplish the work. The designs will meet the requirements of the AASHTO Policy on Geometric Design of Highways and Streets, AASHTO Standard Specifications for the Design of Highway Bridges, all building standards including the VUSBC, MUTCD, VA Supplement to the MUTCD, USDOT FHWA Standard Highway Signs, Virginia Work Area Protection Manual, NEC, Traffic Engineering Memorandums 200, 228, 268, 273, 275, 284, 301, & 302, VDOT Instructional & Information Memorandums (I&IM), VDOT Roadway Design Manual, VDOT Road and Bridge Standards, Vol. 1 and Vol. 2 (2001), VDOT Road and Bridge Specifications (1994), and Policy on Geometric Design of Highways and Streets (1994). The design for the buildings shall meet the Uniform Statewide Building Code and the Technical requirements of the DGS/DEB Construction and Professional Services manual. Full compliance with the Department of General Services Division of Engineering and Buildings reviews is necessary.

Construction will include all the necessary buildings and associated facilities, parking areas, roadway work, the removal and disposal of the existing buildings and structures, all necessary foundation work, substructure work, excavation, drainage, utility coordination, and erosion and sediment control work items. Construction engineering and management, including quality control and quality assurance, will be the responsibility of the Contractor. All work will be completed using English Units.

The proposed improvements at this location shall consist of but are not limited to the following:

- Demolition of existing buildings and facilities.
- Design and construction of new buildings and facilities to meet and exceed the 20-year projected needs, including rest room facilities, car and truck parking areas, acreage and enlarged public information areas with enclosed foyers.
- Design and construction of all ramps to improve ingress and egress to the facilities. Must comply with all state and federal standards.
- All buildings shall have a brick colonial architectural style.
- Climate control shall be provided to all rooms including the foyer. The foyer shall be a minimum of 2,200 square feet of which 400 square feet will be dedicated to vending and 300 square feet to a secured vending storage area.
- Access to the rest room foyer shall be means of an electronic door.
- Inclusion of a unisex family rest room.
- Inclusion of drinking fountains and jug fillers.
- Inclusion of temperate water in the rest rooms and cold water for all drinking fountains.
- Inclusion of a State Police Office at each site.
- Inclusion of security monitoring systems throughout the building, grounds, and parking areas.
- Enhanced lighting system for the entire site.
- Inclusion of covered picnic areas and a covered pay telephone area both inside and outside of the Safety Rest Information Center.

- Handicap accessibility to all picnic areas and telephones.
- Design and inclusion of a child playing area.
- Design and inclusion of an 8-foot by 8-foot pet rest areas including water supply.
- Inclusion of all required signs including installation of an “open” and “closed” message sign using LED Technology located on the interstate.
- Inclusion of a diesel-powered back-up generator with a fuel storage tank to provide electricity during emergencies for a 48-hour period. The back-up generator shall be capable of powering the buildings, grounds, utility systems, and parking areas.
- Inclusion of two lighted flagpoles.
- Inclusion of fiber-optic conduit from the interstate.
- Pavement markings and markers.
- Landscaping shall be slow growth type vegetation.
- All amenities shall be included in one building.

A Selection Committee has been established to review the Proposer's qualifications in accordance with QUALIFICATIONS EVALUATION (see page 10).

QUALIFICATION & EXPERIENCE

The qualifications document should contain no more than twenty (20) pages excluding appendices. It is preferred that all additional information pertaining to previous experience, resumes and other information not expressly identified as required should be as an appendix to the twenty (20) page document. Appendices shall be tabbed and identified on the index. Submittals should address each of the following categories in the same order as listed below. The proposer may wish to include additional information.

Provide the qualifications and experience of the firm or firms and personnel on the Proposer's team as follows:

1. Identify the lead organization of the Proposer's team. List the primary functions and responsibilities of the management team.
2. Identify the organizational structure of the project and how each major partner or subcontractor fits into the overall team.
3. Describe the approach to accomplish the various items of work required by the project as identified in the Scope.
4. Identify any firms on the Proposer's team who have previously worked together on similar projects.
5. Identify the Project Manager and the firm by which they are employed. Give a clear definition of the role and responsibility of the Project Manager relative to the member firms. List the Project Manager's experience leading this type and magnitude of project.
6. Required minimum qualifications of Proposer's Team:
 - a. The Proposer's design team shall meet the following minimum qualifications:
 - i. The design team shall have experience in all phases of architectural and roadway design. The team shall be capable of using the VDOT Road & Bridge Specifications and VDOT Road and Bridge Standards. The team shall have experience with the submittal and review process and compliance to obtain building and occupancy permits from the Department of General Services' Division of Engineering and Buildings. The design team shall also have experience in obtaining all state and federal environmental permits. The lead engineers and architects shall all have professional Virginia registration.
 - ii. The lead design engineer shall have a minimum of five (5) years experience and expertise in the design of buildings and roadways.
 - iii. The lead architect shall have a professional license issued by the Virginia Architects and Professional Engineers licensing Board and expertise in building design and construction.

iv. The lead hydraulic engineer shall have a minimum of five (5) years experience and expertise in hydraulic engineering, river mechanics.

v. The design team shall have personnel with experience and expertise in landscaping design. The landscaping shall be designed by a professional landscape architect in Criminal Protection Through Environmental Design (CPTED).

vi. The traffic engineer will have a minimum of five (5) years experience and expertise in traffic engineering.

vii. The design team shall have the necessary equipment and personnel to provide the designs and plans in a timely manner.

b. The Proposer's construction unit shall meet the following minimum qualifications:

i. The construction unit shall be prequalified as a General Contractor by the VDOT prior to execution of a contract.

ii. The project manager shall have a minimum of five years (5) experience in the management of similar projects.

iii. The construction superintendent shall have a minimum of five (5) years experience in supervising similar projects.

iv. The QC/QA manager shall have a minimum of five (5) years experience in building and roadway inspection and testing.

7. Submittal of Qualifications of Proposer

a. Submit the past 5 years experience record of the Proposer's team for Architectural, Roadway Design, Traffic Engineering Design including Roadway Design, Structural Design and Hydraulic Engineering (include experience with unique storm water control systems).

b. Provide information sufficient to show the minimum qualifications stated in item 6 above. Include at least the following information:

i. A list of all building and roadway projects awarded in the past five (5) years, including the year of construction:

1. Name of owner for whom the work was performed;

2. Name and phone numbers of owners' representatives who can verify and discuss the firm's performance in these projects;

3. A brief description of each project size, type building, type of roadway,

type substructure and any unusual features;

4. The proposed contract completion date and the actual completion date as well as the proposed contract construction price and the actual contract construction price for each project;

5. A resume of qualifications and experience for each member of the design team.

c. Concurrent with the submission of the proposal, the Proposer shall submit the past five (5) year experience record of the lead construction firm, construction project manager and construction superintendent. The information shall include the following:

i. A list of all projects managed, including the year(s) of construction;

ii. A brief description of each project size and type including any unusual features;

iii. Name of owner the work was performed for and the name and phone numbers of owner's representatives who can verify and discuss the construction project manager's participation in these projects.

d. Submit the previous experience record for the Proposer's team with design/build projects.

9. Submit the Quality Control and Quality Assurance Management approach for the project. Include the team organization and the levels of all supervision.
10. The selected Contractor shall provide for a Geotechnical Engineer to conduct a geotechnical investigation and provide specific recommendations for the design and construction of the foundations. The Geotechnical Staff shall contain at least one Registered Professional Engineer with a minimum five (5) years experience. Registered Professional Engineers that sign and seal any reports shall be registered to practice in the State of Virginia.
11. The financial and/or workforce commitments the team and/or member firms have or may have during the life of the project. Identify commitments that the team is making to carry out the project. Provide the bonding capacity for the Proposer's team for this project.
12. Provide a financial statement of the lead firm and any major partners.

QUALIFICATIONS EVALUATION

The Qualifications Evaluation score will be based upon criteria such as quality control plan, ability and experience to perform work, experience of design team, management approach, financial condition, and participation of disadvantage business enterprises. The Proposers may be requested to make an oral presentation of their qualifications and answer any questions the VDOT may have with respect to the qualifications before the qualifications are scored.

QUALIFICATIONS REVIEW COMMITTEE

A Selection Committee has been established by the VDOT to review the qualifications including staff from VDOT, Department of General Services Division of Engineering and Buildings, and the Virginia Tourism Corporation.

In addition, the VDOT may use non-voting resource members for expertise in areas to include: Contract Management, Engineering, and Construction.

ADDITIONAL INFORMATION

Proposers who have submitted proposals may be requested by the Committee to provide additional information.

SCORING

The VDOT has developed criteria for use in evaluating and ranking the proposals. The Committee will use these criteria to develop a numerical ranking of each proposal. The criteria shown below will be considered in determining the qualifications score. The maximum points for each evaluation category will be as follows:

Management Criteria	
a. Demonstrated Experience of Design Team	25
b. Demonstration of Ability and Experience to Perform Work	25
c. Quality Control Plan/Quality Assurance Approach	15
d. Management Team Approach	20
e. Financial Condition	<u>15</u>
Maximum Score:	100

Evaluation criteria will be used by the Committee to score each proposal. The score will be based upon the proposal and/or any additional information presented.

RANKING OF PROPOSALS

The VDOT has developed selection procedures in order to provide a balanced assessment of the experience and qualifications of the Proposer. These procedures will be used to determine a minimum of three (3) and a maximum of five (5) Proposers who will each be invited to submit a response to the RFP. The Committee will rank the proposals from highest points to lowest points with the highest score indicating the most qualified proposer.

APPROVAL OF RANKINGS

The Selection Committee will prepare and propose to the VDOT Executive Director a recommendation of the ranking of the qualifications.

SELECTION

The VDOT will provide a RFP to a minimum of three (3) and a maximum of five (5) Proposers with the highest scores and invite these firms to submit Technical and Cost Proposals. However, if a selected Proposer fails to provide satisfactory Technical and Cost Proposals, the VDOT may seek a proposal from the Proposer with the next highest score. The VDOT reserves the right to seek Technical and Cost Proposals from any number of additional Proposers with the next highest scores if it is in the best interest of the State to do so.

No reimbursement will be made for the expenses associated with responding to this RFQ.

REQUIREMENTS

1. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of consultant contracts. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBEs as potential subcontractors. The consultant is encouraged to contact DBEs to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE whereby the DBE promises not to provide services to other consultants is prohibited. The Department feels that these services support 10% DBE participation.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. This data must be provided on the enclosed Firm Data Sheet.

If DBE is not certified, the DBE must become certified (with the Department) prior to your response being submitted. If DBE is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE subcontractors. DBE prime consultants are encouraged to make the same outreach efforts as other consultants. DBE credit will be awarded only for work actually being performed by DBE themselves. When a DBE prime consultant or subconsultant subcontracts work to another firm, the work counts toward DBE goals only if the other firm is itself a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

DBE certification entitles consultants to participate in VDOT's DBE program. However, this certification does not guarantee that the firm will obtain VDOT work nor does it attest to the firm's abilities to perform any particular work.

2. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving, are not considered to be affiliates.

3. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:

- Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
- Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
- Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgement rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

ADMINISTRATIVE:

1. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorship must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (http://www.state.va.us/dpor/ape_regs.htm). Board regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the Commonwealth. All branch offices that offer or render any professional service must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criteria prior to a contract being executed by the Department.
2. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. Contract will be awarded on a lump sum basis. For purpose of determining the lump sum fee, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.

4. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."
5. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms with fifteen (15) or more employees.
6. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

FIRM DATA SHEET

Funding: ____ (S=State F=Federal)

Project No.: _____

Division: _____

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data will result in the Expression of Interest not being considered.

Firm's Name and Address	Firm's DBE Status *	Firm's Age	Firm's Annual Gross Receipts

* Y = DBE Firm Certified by VDOT
N = DBE Firm Not Certified by VDOT

NA = Firm Not Claiming DBE Status

CERTIFICATION REGARDING DEBARMENT
PRIMARY COVERED TRANSACTIONS

Project: _____

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature/ Date

Title

Name of Firm

CERTIFICATION REGARDING DEBARMENT
LOWER TIER COVERED TRANSACTIONS

Project:_____

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

GENERAL INFORMATION

The VDOT reserves the right to terminate evaluation of one or more of the qualifications if it is determined to be in the best interests of the State to do so.

The VDOT reserves the right, at its sole discretion, to either proceed no further with the Project RFQ process, or to re-advertise in another public solicitation.

The VDOT reserves the right to reject any and all Proposals and/or discontinue the selection process at any time prior to contract execution.

The VDOT assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFQ.

The VDOT reserves the right to request or obtain additional information about any and all proposals. VDOT may also issue addenda to the RFQ, which will be mailed or faxed to all RFQ holders.

The VDOT reserves the right to modify the weighting of any or all of the evaluation categories.

The VDOT intends to provide only quality assurance review of design and construction activities of the Proposer.

MILESTONES

Advertise RFQ	January 10, 2002
Pre-Qualification Meeting:	January 31 2002
VDOT – Sandston Residency Richmond District 6000 Elko Tract Road Sandston, Virginia 23159-0219	10:00 a.m.
Last day to submit questions	February 4, 2002
	3:00 p.m.
Submittal of ten (10) copies of Qualifications FAXED COPIES WILL NOT BE ACCEPTED.	February 11, 2002
Submit to:	2:00 p.m.
Mr. W. W. Barker Administrative Services Division Virginia Department of Transportation 1401 E. Broad Street Richmond, Virginia 23219	
Evaluation of Qualifications and Recommendation of Ranking to Executive Director	February 25, 2002
Notification to all Proposers	February 27, 2002